



# USAID | GUINEA

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1. SOLICITATION NUMBER: SOL-675-16-000004
2. ISSUANCE DATE: February 22 , 2016
3. CLOSING DATE AND TIME: March 18, 2016 16:30 Local Time,
4. POSITION TITLE: Program Development Specialist  
(Monitoring & Evaluation)
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 40 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-10 (GNF 129,363,472 – 194,045,206 per annum - *with the possibility of hiring the employee at a lower grade if successful candidate not fully qualified*). Final compensation will be based on the individual's salary and work history, experience and educational background.
8. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (20%); Work Experience (30%); Knowledge, Skills & Abilities (40%); Language (10%).
9. PERIOD OF PERFORMANCE: One year renewable annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. PLACE OF PERFORMANCE: Conakry, Guinea.
11. SECURITY ACCESS: Background Check
12. AREA OF CONSIDERATION: Foreign Service Nationals

NOTE: Due to the number of applications we receive, only applicants who have been short listed will be contacted.

**ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

### **13. STATEMENT OF WORK:**

#### **BASIC FUNCTION OF THE POSITION:**

Supports the Program Office (PO) in the development and execution of Performance Monitoring and Evaluation requirements as per Agency policies and procedures. The Monitoring and Evaluation (M&E) Specialist position is critical to the USAID commitment to "manage for results" and to meet the requirements of the Government Performance Reporting Act and ADS Series 203. H/She will work under the guidance and supervision of the United State/Third Country National Personnel Service Contract (US/TCN) M&E Specialist to assist in the development of Performance Management tools, interventions and strategies for both countries.

#### **MAJOR DUTIES & RESPONSIBILITIES**

The M&E Specialist will ensure compliance with performance monitoring across the breadth of the Mission's portfolios for both Guinea and Sierra Leone and will collaborate with the Development Objective (DO) team staff in the Mission as outlined in the Monitoring and Evaluation Mission Order (MO) and other duties assigned by the Supervisor.

This entails but is not limited to the following tasks:

##### **A. Performance Monitoring, Management and Reporting (40%)**

1. Assist the Mission in establishing performance measures, collecting and analyzing performance information, and assisting Mission management in using the performance information for decision-making and resource allocation.
2. Help coordinate, draft, and implement the Mission Performance Monitoring Plan (PMP) including assessing the validity of the information and indicators that contribute to that plan. Help coordinate DO teams to ensure that indicators for the Mission Goal, DOs, and Intermediate Results (IR) are well-defined using Performance Indicator Reference Sheets (PIRS).
3. Responsible for ensuring that the mission-wide PMP section on Data Quality Assessment (DQA) procedures includes: 1) common Mission formats for DQAs; 2) a common (shared-drive) location for approved DQAs; and 3) Mission-specific procedures and best practices for conducting DQAs. The M&E Specialist monitors important findings and follow-up actions from DQAs.
4. Encourage the use of performance information in resource allocation decisions by the Office Directors, DO Team Leaders and Senior Management through leading discussions, preparing analysis or other measures.
5. Support the preparation of all agency level reports such as Performance Plans and Reports, Operational Plans, Congressional Notifications, and Congressional Budget Justifications.
6. Assist in coordinating the Mission's Portfolio Review processes as outlined in the Portfolio Review Mission Order, including the timely submission of project/activity data during the semi-annual USAID/Guinea and Sierra Leone Portfolio Review.

7. Contribute to the planning of new activities that support the desired results under a DO; this includes providing input into assessments, Project Appraisal Documents, and Scopes of Work for new activities.
8. Advise and assist in the monitoring of activity implementation; this may involve reviewing work plans, quarterly reports, and participating in field visits. The candidate will perform analytical tasks related to improving the quality and use of empirical data for program/project/activity monitoring and reporting. As a Program Office representative on a DO Team, the M&E Specialist will support these tasks for a particular technical sector.
9. Seek ways to streamline the process and increase efficiency in gathering and using performance information and data collected during design, implementation and evaluation of projects and activities.
10. Provide technical input about programs for which s/he has Contracting Officer Representative/Agreement Officer Representative (COR/AOR) responsibilities to the Technical Team Leader in order to prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by Congress, the Department of State, USAID/Washington, the US Embassy, USAID/Guinea and USAID/Sierra Leone.

**B. Evaluation Responsibilities: (40%)**

1. Assist the Mission in the creation and maintenance of a multi-year Evaluation Plan that corresponds with the life of the USAID/Guinea Country Development Cooperation Strategy (CDCS).
2. Help coordinate the creation and review of the Program, Design and Learning budget to provide adequate financial resources for evaluations, special studies and assessments.
3. Assist in the peer review of draft evaluation reports.
4. Advise Development Objective Teams and Senior Management and provide input into the design, implementation and dissemination of evaluations, special studies and assessments.

**C. Training and Capacity Building: (20%)**

1. Facilitate the communication with members of the Bureau for Policy, Planning and Learning in USAID\Washington on issues related to monitoring and evaluation.
2. Upon successful training in Agency regulations and procedures as it relates to monitoring and evaluation, the candidate will facilitate information sharing of Agency regulations with USAID staff, host country officials, and Non-Governmental Organization (NGO) staff responsible for implementation of performance monitoring and evaluation activities as per USAID Forward goals.
3. Assist in the coordination of updating policy and procedure documents in the areas of monitoring and evaluation to align with the most current Agency Policies and requirements. Seek ways to increase transparency of USAID's system of reviewing results and use of performance information.
4. As needed and under the direction of his/her supervisor, the candidate represents USAID/Guinea and Sierra Leone to host country officials on matters related to performance monitoring, and other customers as s/he performs her/his other major duties and responsibilities.

## **14. QUALIFICATION/SELECTION CRITERIA:**

### **a. Education:**

A Bachelor's Degree in Public Administration, International Relations, International Policy, Public Policy, Social Sciences, Demographics or related studies is required.

### **b. Prior Work Experience:**

A minimum of five years in progressively responsible, professional-level experience in monitoring and evaluation or related sector program management in a fast paced, multi-cultural environment, applying strong inter-personal, organizational, and technical (monitoring and evaluation) skills is required. Experience in strategic planning, design and application of methods and strategies to produce, analyze and use data, and share/communicate information with a variety of actors in different environments; build or develop capacity related to monitoring and evaluation and/or M&E systems development is required. Previous experience working with representatives of the donor community, and/or other donor-funded programs, and/or with Private Volunteers Organizations (POV) and local NGOs.

### **c. Post Entry Training:**

Programming Foreign Assistance (PFA) course, Monitoring and Evaluation course, Mission Orders and Notices, and USAID Operational Policy Automated Directive Systems (ADS).

### **d. Language Proficiency:**

Written and Spoken level IV French and English is required. Candidates who cannot conduct an interview in English and complete a written test in English will not be considered. A candidate must be able to demonstrate the ability to articulate and write, analyze and draw logical conclusions based on analytical findings in a development context clearly and professionally in English and French.

### **e. Job Knowledge:**

The incumbent must have knowledge of monitoring and evaluation methods and understanding of policies, priorities, strategic directions relevant to the Government of Guinea/Sierra Leone and USAID programs in Guinea. The incumbent must have strong inter-personal skills such as communication, negotiation, representational and program/project management and coordination, time management, quantitative and analytical skills with ability to communicate technical information clearly and effectively with professional. Must have ability to work effectively with superiors, subordinates, colleagues and partners both inside and outside the Mission including in multi-cultural teams is required. The candidate must be able to communicate technical subjects to clients with non-technical background. S/he must be able to design and deliver formal trainings in monitoring and evaluation to USAID partners.

### **f. Skills and Abilities:**

Computer skills (Microsoft Office, Excel and database and/or other software programs and tools that facilitate monitoring and evaluation efforts is required. Familiarity with GIS mapping systems desired.

## **15. POSITION ELEMENTS:**

### **a. Supervision Received:**

All work is performed under the general guidance of the US/TCN PSC Monitoring & Evaluation Specialist who reviews all work for adherence to general policies and procedures. Supervisor provides guidance on overall objectives, priorities, and deadlines. The candidate's work is accepted as technically accurate without detailed review.

### **b. Supervision Exercised:**

None

### **c. Available Guidelines:**

USAID ADS, Mission Orders/Notices, and USAID policy and strategy statements serve as guidelines in the fulfillment of duties and responsibilities

### **d. Exercise of Judgment:**

All work is done independently according to policies, previous training, accepted practice, programmatic guidance provided by the supervisor, and general guidance provided by USAID's handbooks and ADS. As an expert and professional, substantial reliance is placed on the candidate to independently plan and perform the specific activities entailed in carrying out the major duties and responsibilities.

### **e. Authority to Make Commitments:**

The incumbent has no authority to make financial commitments on behalf of the U.S. Government. The incumbent is expected to exercise authority in making decisions with regard to technical issues as they arise in the course of the fulfillment of her/his duties and responsibilities.

### **f. Nature, Level, and Purpose of Contacts:**

Develops and maintains an extensive range of professional contacts with business and host country officials and with community leaders for the purpose of obtaining or verifying published and unpublished information related to USAID's program, understanding the monitoring systems used of the Government Of Guinea (GOG) and Government Of Sierra Leone (GOSL) and the capacity of private, non-governmental and research organizations to undertake surveys, analytical research, etc.

### **g. Travel:**

The position covers USAID monitoring and evaluation activities in two countries, Guinea and Sierra Leone. While based in Conakry, Guinea, the successful candidate will be expected to travel frequently to Freetown as well as rural areas of both countries to support activities.

### **h. Time Expected to Reach Full Performance Level:**

One year

## 17. INSTRUCTIONS TO APPLICANTS:

### A) **APPLYING**

For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- iii). **Form AID 302-3 OR DS-174:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID 302-3. Form AID 302-3 is available on USAID Website <http://www.usaid.gov/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL>

Form DS-174 can be found at: [http://conakry.usembassy.gov/job\\_opportunities.html](http://conakry.usembassy.gov/job_opportunities.html) or at the U.S Embassy's main entrance;

- iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- v). **Posting address:** Completed package Applications should be sent **electronically** to [Conakrypjobs@usaid.gov](mailto:Conakrypjobs@usaid.gov) or [ConakryHR@state.gov](mailto:ConakryHR@state.gov).

## 18. **SECURITY AND MEDICAL CLEARANCES**

- i). **Medical Clearance:** Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*